

1-07.28 Apprenticeship Participation

This contract includes an apprentice utilization requirement of 10 % as defined in this specification.

Definitions

For the purposes of this specification the following definitions apply

- (1) Apprentice means an apprentice enrolled in a state-approved apprenticeship training program.
- (2) Apprentice utilization requirement means the requirement that the specified percentage of labor hours be performed by apprentices.
- (3) Labor hours means the total hours of workers receiving an hourly wage who are directly employed on the project site. Labor hours include hours performed by workers employed by the contractor and all subcontractors employed on the project site. Labor hours do not include hours worked by foremen, superintendents, owners, and workers who are not subject to prevailing wage requirements.
- (4) State-approved apprenticeship training program means an apprenticeship training program approved by the Washington State Apprenticeship Council.
- (5) Good faith effort consists of written documentation demonstrating that the Contractor has worked in concert with available resources and unsuccessfully solicited apprentice participation. Good faith efforts include documentation that the Contractor has required subcontractors to employ apprentices when the scope of subcontracted work presented an opportunity to do so.

Plan

The contractor shall submit a plan within 30 days of execution in order to inform the contracting agency how they will achieve the apprenticeship utilization requirement. This will allow the contracting agency to track the use the progress toward achieving the apprenticeship utilization. The plan shall include the following elements:

1. An estimate of the total contract Labor Hours by trade or craft to be worked by the Contractor and all subcontractors.
2. An estimate of the total Labor Hours in each trade or craft to be worked by apprentices and journey workers, and the anticipated

activities, as noted on the schedule that they will be involved with.

3. Specific efforts proposed by the Contractor and all subcontractors to achieve the apprentice utilization requirement.
4. A rate of participation in each trade or craft, and an overall rate of participation that is not less than the apprenticeship utilization requirement.

Reporting

For each project that has an apprentice utilization requirement, the contractor shall submit a monthly **Statement of Apprentice/Journeyman Participation** by completing WSDOT form 422-110. A report of apprentice utilization for the month shall be submitted to the Contracting Agency by the second Tuesday of the next month, every month until the contract has reached physical completion. The project engineer may suspend this reporting requirement during periods of minimal or no work activities on the project. The contractor shall provide a consolidated report of cumulative data which includes data collected from subcontractors.

An electronic version of the form can be obtained from the Headquarters Construction Web Page at www.wsdot.wa.gov/biz/construction/.

In addition the contracting agency may request certified payrolls per section 1-07.9(5).

Contacts

Bidders may contact the Department of Labor and Industries, Specialty Compliance Services Division, Apprenticeship Section, P.O. Box 44530, Olympia, WA 98504-4530 or by phone at (360) 902-5320, to obtain information on available apprenticeship programs.

Compliance

In the event that the Contractor is unable to accomplish the required apprentice percentage but can demonstrate a good faith effort to meet the requirements as specified, then the Contracting Agency will consider adjusting the percentage accordingly. Lacking compliance or evidence of a good faith effort to comply with the requirements as specified may constitute a material breach of contract, which could result in revocation of qualification according to WAC 468-16-190.

Good Faith Efforts

The contractor shall ensure the good faith efforts are made to meet the Apprentice Utilization Requirement. In fulfilling the good faith efforts, the contractor, at a minimum, shall take (or, where appropriate, require its subcontractors to take) the following steps:

1. Contact Washington State Apprenticeship Council (WSAC) approved program sponsors or The Construction Industry Training Council of Washington (CITC) to request apprentices.
2. If Apprentices are available, proceed with the hiring process.
3. If Apprentices are not available through a WSAC or CITC approved program sponsors, recruit candidates through the contractors own efforts which may include contacting other recruitment/referral agencies, including, but not limited to the Apprenticeship Opportunities Project, Seattle Vocational Institute, local Tribes, Tribal Employment Rights Offices (TERO), or WSDOT's OJT Support Services Technical Advisor at (360) 705-7088, (206) 587-4954 or toll free at 1-866-252-2680. If apprentice candidates are available through these agencies, request direct entry into the WSAC or CITC apprentice program and, proceed with the hiring process, and provide appropriate documentation to the contracting agency.
4. If direct entry of the candidate(s) into the WSAC or CITC approved apprentice program is denied, request documentation of the denial from the WSAC or CITC approved program. Forward this documentation to the Contracting Agency.
5. If Apprentice candidates are not available through recruitment/ referral agencies listed above request documentation of the unavailability from the recruitment/referral agencies. Pursue any other reasonable

recruitment methods including, but not limited to advertising in appropriate news agencies, general circulation, trade association, minority, women focus publications, and other efforts to recruit apprentices.

6. If Apprentices are not available, document the request and obtain documentation from the WSAC or CITC approved program sponsor of the fact that such persons are unavailable. Forward this documentation to the contacting agency with the next monthly Apprentice Utilization Report submittal.

Measurement

No specific unit of measure will apply to apprentice utilization.

Payment

No specific payment will be made for apprentice utilization; all expenses to utilize apprentices in compliance with this specification shall be included in the other bid items under which the work is part of.



Contract Number		Name of Project		
Location of Project	County	Nearest City		Execution Date
Firm Name				Contract Award Amount
Prepared By			Phone Number	Current Cost
Reporting Period Beginning Date		Ending Date		Required Apprenticeship Percentage %

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Contract Number		Name of Project	
Location of Project County		Nearest City	Execution Date
Firm Name			Contract Award Amount
Prepared By		Phone Number	Current Cost
Reporting Period Beginning Date		Ending Date	Required Apprenticeship Percentage %

Journeyman Summary		
Number of Journeymen	Craft or Trade	Hours Worked
Total # Journeymen and Hours		

	Apprentice	Journeyman
Cumulative hours brought forward from last reporting period:		
Total hours worked this period: (if more than 1 sheet for this reporting period, total all sheets)		
New cumulative total hours worked:		
Percentage		

Remarks
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I, the undersigned, do hereby certify under penalty of perjury that the items listed herein represent the proper hourly totals for Apprenticeship/Journeyman participation during this reporting period.		
Printed Name		Title
Date	Signature	